

Record of Achievement and Certificate Application Form

Before completing this form you should read the **ifs** Record of achievement and Certificate policy and ensure that you understand it. If you have any queries please contact our Customer and Student Services team on +44 (0)1227 818609 or email customerservices@ifslearning.com.

SECTION 1 – CONTACT DETAILS

ifs number (note 1) _____

Title (eg Mr) _____

First name(s) _____

Last name _____

Honours _____

Date of birth (note 2) _____

Gender Male Female

Address _____

Postcode _____ Country _____

Email address _____

Daytime telephone number (note 3) _____

Facsimile number _____

Security words (note 4) _____
(for security purposes – mother’s maiden name)

_____ (for security purposes – maiden/previous name)

SECTION 2 – CONFIRMATION OF IDENTITY (note 5)

In order to complete this declaration you must either be the employer of the person identified at Section 1 or have known him/her for at least two years.

I confirm that (insert below the name of the person who is asking you to complete this declaration)

is employed by me / has been known to me for at least two years * and their name and address are as entered in Section 1 above.

*delete as appropriate

Title (eg Mr) _____

First name(s) (note 6) _____

Last name (note 6) _____

Address _____

Postcode _____ Country _____

Professional status (note 6) _____

Email address (note 6) _____

Daytime telephone number (note 6) _____

Signature (note 7) _____

Date _____

SECTION 3 – RECORD OF ACHIEVEMENT (note 8)

Award _____

Date _____

SECTION 4 – CERTIFICATE

Re-issue of award certificate (note 9)

Name of award _____

Date of award _____

Name of award _____

Date of award _____

Name of award _____

Date of award _____

Name of award _____

Date of award _____

Please complete Section 5

Re-issue of module or unit certificate (note 10)

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

Please complete Section 5

Issue of original module or unit certificate (note 11)

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

Name of award _____

Name of module or unit _____ Date of award _____

There is no need to complete Section 5 for these certificates

Subject certificate (Banking examinations only)

Award _____

There is no need to complete Section 5 for banking examination certificates

SECTION 5 – REASON FOR REQUEST (note 12)

Please tick/complete the appropriate boxes

1. My original certificate has been lost/stolen (note 13) – payment required

Please explain the circumstances that make you believe that your certificate(s) have been lost/stolen

2. I did not receive a certificate for the qualification noted at section 4 and confirm that: (note 14)

I changed my address or employer without advising the *ifs* whilst studying – payment required

I notified the *ifs* prior to the date of issue of the certificate of my change of:

address on (date)

employer on (date)

I have contacted my previous employer to obtain the certificate but they do not have it

3. My certificate is incorrect (note 15)

The correction required is:

I notified the *ifs* of this error on receipt of:

my registration confirmation letter dated

my record of achievement letter dated

The original certificate must be returned with your application

4. My certificate has been damaged (note 16)

in transit

after receipt – payment required

Please describe the damage:

The original certificate must be returned with your application

5. My name has changed and I enclose: (note 17) – payment required

marriage certificate

deed poll

The original certificate must be returned with your application

6. Other (note 18) – payment required

Please explain why you are asking us to issue another certificate

SECTION 6 – PAYMENT DETAILS (note 19)

TOTAL PAYABLE

£

I enclose a cheque/postal order in Sterling for the **total payable**, made payable to ***ifs* School of Finance** or

I authorise the ***ifs*** to debit my Visa/MasterCard/Switch Card for the **total payable**

Card number

Expiry date / / Valid from / /

Issue number (Switch only) Security number

Signature (note 20) _____

Date _____

Name and address of cardholder _____

if not applicant _____

Postcode _____ Country _____

SECTION 7 – DECLARATION

We will process your data in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone number, fax and email details you are giving your consent for us to contact you in any of these ways in connection with this request.

I confirm that by completing and submitting this form I give consent to the processing of this data.

I confirm that I have read the *ifs* Record of achievement and Certificate policy and understand it.

I confirm that to the best of my knowledge all the information that I have given is correct.

Signature (note 21) _____

Date _____

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry.

OFFICE USE ONLY

Date form received by *ifs* _____

Checked for completeness by _____

Date _____

Correct payment of £

Received and processed? Yes No

Form passed to Awards and Curriculum on Date _____

Form received by Awards and Curriculum on Date _____

Request checked against policy

Request rejected by _____

Date _____

Because: _____

Request approved by _____ Date _____

Record of achievement number _____ Issued on _____

Certificate number _____ Issued on _____

Record of achievement/certificate sent to student by _____

Guidance notes for completion of Record of Achievement and Certificate application form

Please read these notes carefully in conjunction with the **ifs** Record of achievement and Certificate policy. If you do not have a copy of the document please visit www.ifslearning.com/qualifications/regulations_and_policy_forms/cert_issue.cfm or contact our Customer and Student Services team on +44 (0)1227 818609 or email customerservices@ifslearning.com.

Section 1 – Contact details

Note 1 – ifs number

This number can be found on the confirmation letter that you will have received when you initially registered with the **ifs** School of Finance. The number is prefixed by one or two letters. Members of the **ifs** can find their membership number on their membership card.

Note 2 – Date of birth

Your date of birth must be included on the form so that we are able to confirm your identity when processing your request.

Note 3 – Daytime telephone number

In order for us to deal effectively with your request, a daytime contact telephone number is required. If the **ifs** does not have this information a delay may occur in us being able to process your application.

Note 4 – Security words

Please include any previous names that you may have used and your mother's maiden name. This information is required for identity verification purposes.

Section 2 – Confirmation of identity

Note 5 – Records of achievement and certificates are valuable documents. In order to protect against their fraudulent use, we require confirmation of identity before we will issue or re-issue them.

If you are employed, you may ask your employer to confirm your identity by completing Section 2. If you are self-employed or unemployed you can ask a professional to confirm your identity. This person must have known you for at least two years.

Acceptable professionals are:

- Doctor
- Banker
- Justice of the peace
- Teacher
- Police officer
- Local councillor
- Solicitor/Lawyer
- MP

Note 6 – Personal details

These are the personal details of the person who is confirming your identity.

Note 7 – Signature

This is the signature of the person who is confirming your identity.

Details of each of your qualifications and their associated examinations are available from the my studies area of myifslearning.com. If you need advice about the qualifications you have taken, please contact our Customer and Student Services team on +44 (0)1227 818609 or email customerservices@ifslearning.com.

Section 3 – Record of achievement

If you are requesting a Record of achievement you should complete this section and then Section 5.

Note 8 – Please tell us the award for which you require the Record of achievement and the date of award or the last module/unit of the award you have taken.

Section 4 – Certificate

If you are requesting a certificate you should complete this section and then Section 5.

Note 9 – Re-issue of award certificate

Please tell us which award certificate(s) you need to have re-issued. Please refer to the **ifs** Record of achievement and Certificate policy for the circumstances that are acceptable reasons for re-issue of award certificates. You must now complete Section 5.

Note 10 – Re-issue of module or unit certificate

Please tell us which module or unit certificate(s) you need to have re-issued. Please refer to the *ifs* Record of achievement and Certificate policy for the circumstances that are acceptable reasons for re-issue of module or unit certificates. You must now complete Section 5.

Note 11 – Issue of module or unit certificate

The *ifs* does not routinely issue certificates for modules or unit that contribute to an award. However, should you require a certificate at module or unit level we can supply one. A fee will be payable.

Section 5 – Reason for request**Note 12 – Reason for request**

This section only needs to be completed if you are asking us to re-issue a Record of achievement or certificate. There must be a good reason for the *ifs* to do this.

Note 13 – Certificate lost/stolen

Please give us as much information as you can about the circumstances that have resulted in your application if not one of the specific situations described. A fee is required for the replacement.

Note 14 – Certificate not received

Students are required to keep the *ifs* informed of any change of address. If you did not tell us about your move before your certificate was issued there will be a fee to pay.

Note 15 – Changes advised but not recorded by the *ifs*

If you told us about a change and we did not record it then we will issue another certificate without payment. Payment is required if you did not inform the *ifs* of the change before the issue of the certificate. Please make sure that you return the original certificate with the application, as we will not issue the new one until it is received.

Note 16 – Certificate damaged

If your certificate was damaged in transit, please return it with the form for a free replacement. If your certificate has become damaged after receipt, please return it with the form and replacement fee.

Note 17 – Change of name

Please return your certificate with the original or certified copy of your marriage certificate or deed poll together with the replacement fee.

Note 18 – Other

If there is another reason for your request please describe it here. Please check that it is valid in accordance with the Record of Achievement and Certificate policy.

Section 6 – Payment details

Note 19 – You may pay by cheque, postal order, credit card or debit card. If you use a debit card please make sure that you quote the card number (not your account number) together with the issue number.

Note 20 – Signature of cardholder

If the card you use is not your own, please ensure that the card owner signs Section 6.

Section 7 – Declaration

A simple declaration is included at the end of the form to confirm that the information that has been given is correct and true.

Note 21 – Signature

You must sign the application form. Forms that are not signed will be rejected and returned.

Please submit your completed application form to:

Customer and Student Services

ifs School of Finance

IFS House

4 – 9 Burgate Lane

Canterbury

Kent CT1 2XJ

United Kingdom